United Nations CTOC/COP/2018/INF/1

Conference of the Parties to the United Nations Convention against Transnational Organized Crime

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Ninth session
Vienna, 15–19 October 2018

Information for participants

I. Date and venue

1. The ninth session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime will be held at the Vienna International Centre, Wagramerstrasse 5, 1220 Vienna. The session will open on Monday, 15 October 2018, at 10 a.m. in the M-Plenary Room, M-building.

2. The annotated provisional agenda and proposed organization of work for the session are contained in document CTOC/COP/2018/1, which is available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC).

Informal pre-session consultations

3. The Conference decided, in its decision 6/3, that its sessions would be preceded by informal pre-session consultations, without interpretation, to be held on the working day preceding the first day of the Conference, which would provide an opportunity for States to engage in informal consultations on draft resolutions and, inter alia, the provisional agenda for the subsequent session of the Conference.

4. The informal pre-session consultations will be held on Friday, 12 October 2018, in Board Room D, located on the 4th floor of C-building, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

II. Participation and costs

5. According to the rules of procedure for the Conference, the following may take part in the proceedings of the Conference, or participate as observers:

(a) States parties to the Convention;

(b) States or regional economic integration organizations that have signed the Convention;

(c) Other States or regional economic integration organizations that have not signed the Convention, unless otherwise decided by the Conference;

(d) Representatives of entities and organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices, representatives of

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United Nations bodies, specialized agencies and funds and representatives of functional commissions of the Economic and Social Council;

(e) Representatives of any other relevant intergovernmental organization, unless otherwise decided by the Conference;

(f) Relevant non-governmental organizations having consultative status with the Economic and Social Council, unless otherwise decided by the Conference;

(g) Other relevant non-governmental organizations, unless otherwise decided by the Conference.

6. The rules of procedure for the conference can be found at: www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP.html.

7. Participating Governments, intergovernmental organizations and non-governmental organizations are responsible for the costs of the participation of their delegates.

III. Registration and credentials

8. The details (name, title or function, workplace, facsimile and telephone numbers, and individual email address) of delegates should be sent by means of an official note verbale (Governments) or on official letterhead (organizations) to the secretariat of the Conference as soon as possible. The contact details for the secretariat are as follows:

Secretariat of the Conference of the Parties to the United Nations
Convention against Transnational Organized Crime
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna, Austria
Telephone: (+43-1) 26060 5762
Facsimile: (+43-1) 26060 73957
Email: untoc.cop@un.org

9. Note verbales should be presented on official letterhead and should include the names, functional titles and individual email addresses of each member of the delegation, as well as the full name, functional title, signature and stamp of the authorizer. For further information, please refer to rule 18 of the rules of procedure for the Conference and to the format for proper credentials, available on the website of the ninth session of the Conference.

10. The inclusion of individual email addresses will allow the secretariat to ensure that each representative receives an automatic email response confirming his or her registration and any additional information that the secretariat might need to send. The automatic email response will also contain a link to a site where each delegate may upload a photograph, thus shortening the time it will take to issue a grounds pass on the day of registration.

11. Delegates who do not complete the pre-registration procedure will need to have photographs taken upon arrival at Gate 1 of the Vienna International Centre.

12. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area and obtaining their grounds passes for the session. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

13. Registration will begin on Thursday, 11 October 2018. The registration desk will be open from 2 p.m. to 4 p.m. on Thursday, 11 October; from 8 a.m. to noon on Friday, 12 October; from 2 p.m. to 6 p.m. on Sunday, 14 October; and from 8 a.m. to noon on Monday, 15 October. Given the large number of participants expected, delegates

arriving before the opening of the session are encouraged to register as early as possible.

14. Permanent missions are encouraged to collect access cards for their delegates who have pre-registered at the Pass Office at Gate 1 from Thursday, 11 October, from 2 p.m. Staff from permanent missions who wish to collect conference badges for their delegates will have to present an official letter at the registration counter for that purpose. The letter must be signed by the Head of Mission.

15. Commissary passes will be issued upon completion of the registration process to heads of Member State delegations, staff members at the Professional level of specialized agencies and all staff members of the United Nations assigned to the Conference from duty stations other than Vienna.

Protocol matters and registration of Heads of State or Government and ministers

16. It is strongly recommended that delegations submit in advance the names of Government ministers or other delegates of similar or higher rank by email to the secretariat of the Conference (untoc.cop@un.org), copying the Protocol Office (unovprotocol@un.org), in order to expedite the preparation of their conference passes and minimize inconvenience.

17. Conference passes for Government ministers and delegates of similar or higher rank will be ready for collection by an authorized person at the registration area located at Gate 1. A representative of the permanent mission may collect those passes; in such cases, however, the designated collector will need to be in possession of an appropriate authorization, signed by the Permanent Representative or the Chargé d'affaires. Questions regarding the collection of conference passes for Government ministers and delegates of similar or higher rank should be sent by email to the United Nations Security and Safety Service and to vicsecuritypassoffice@un.org.

18. Vehicular access permits are available for Government ministers only. Requests for such permits must be submitted by email to the United Nations Security and Safety Service (vicsecuritycoordinator@un.org) copying the Protocol Office (unovprotocol@un.org).

19. Any permanent mission in need of a grounds pass for its driver should submit its request to both the Vienna International Centre Security Coordinator (vicsecuritycoordinator@un.org) and to the Vienna International Centre Security Pass Office (vicsecuritypassoffice@un.org).

20. Specific requests regarding security arrangements and related matters should be addressed to:

Chief of the United Nations Security and Safety Service
United Nations Office at Vienna
P.O. Box 500
1400 Vienna, Austria
Room F0E08
Email: VICSecurityChiefOffice@un.org
Telephone: (+43-1) 26060 3901
Facsimile: (+43-1) 26060 5834

Credentials

21. In accordance with rule 18 of the rules of procedure for the Conference, the credentials must be issued by the Head of State or Government, by the Minister for Foreign Affairs or by the Permanent Representative to the United Nations of the State party, in accordance with its domestic law, or, in the case of a regional economic integration organization, by the competent authority of that organization.

22. When the Conference is to consider proposals for amendments to the United Nations Convention against Transnational Organized Crime, in accordance with article 39 of the Convention and rule 62 of the rules of procedure for the

Conference, the credentials must be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the State party or, in the case of a regional economic integration organization, by the competent authority of that organization.

23. In accordance with rule 19 of the rules of procedure for the Conference, the Bureau will examine the credentials of the representatives of each State party and the names of the persons constituting the State party's delegation and submit its report to the Conference. Pursuant to rule 20 of the rules of procedure, pending a decision of the Bureau upon their credentials, representatives are entitled to participate provisionally in the session. Any representative of a State party to whose admission another State party has made objection will be seated provisionally with the same rights as other representatives of States parties until the Bureau has reported and the Conference has taken its decision.

24. For accreditation purposes and in accordance with the rules of procedure for the Conference, representatives of States parties are requested to submit to the secretariat letters of credentials duly signed by the issuing authorities (see para. 9).

25. Advance scanned copies of credentials should be sent by email to the secretariat of the Conference (untoc.cop@un.org). Original credentials of representatives of each State party and the names of the persons constituting the State party's delegation should be submitted to the office of the secretariat of the Conference, located in room M0114 of the Vienna International Centre.

List of participants

26. The provisional list of participants in the ninth session of the Conference will be issued on Tuesday, 16 October 2018. Only the names of those who have registered and the names of participants officially communicated to the secretariat by Thursday, 11 October, at the very latest can be included in the provisional list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

IV. Languages and documentation

27. The official languages of the Conference are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language during plenary meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages.

28. Each seat in the conference rooms of the Vienna International Centre for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.

29. The secretariat has prepared a number of documents to facilitate consideration of some of the issues on the provisional agenda. Those documents may be downloaded from the UNODC website (www.unodc.org/unodc/en/treaties/CTOC/CTOC-COP-session9.html).

30. Each delegation will receive a single, complete set of the pre-session documents in the language of its choice. As part of the Secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of pre-session documents will be available at the venue. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to meetings.

31. At the documents distribution counter, each delegation will be provided with a distribution box for documents and the Journal. The Journal will contain the daily programme and other information related to the conduct of the session.

32. When collecting parliamentary documentation, each delegation is requested to inform the persons working at the documents distribution counter of the number of copies of each document required and the language or languages in which it wishes to receive the documents during the session. It will not be possible to request additional copies.

Online access to documentation

33. The VIC Online Services application allows participants convenient access to documentation, including the agenda and programme of work, the meetings programme, the schedule of special events and information for participants regarding facilities and services available at the Vienna International Centre. It also provides access to the digital recordings of public meetings. The application is available at http://myconference.unov.org.

34. The VIC Online Services application is designed to facilitate the distribution of documents and meeting information more broadly during the Conference, while helping to reduce paper use.

V. Statements and draft resolutions

Statements

35. The maximum speaking time allotted for statements will be 5 minutes (equivalent to approximately 500 words). Delegates delivering statements are requested to provide them in advance to the secretariat, preferably by email (untoc.cop@un.org). Alternatively, they can provide a printed copy of their statements to the conference room officer in the M-Plenary Room.

36. Delegations wishing to have their statements distributed to the delegations of States and organizations attending the session should provide a minimum of 200 copies to the secretariat for that purpose.

Draft resolutions

37. In accordance with Conference decision 6/3, States intending to submit draft resolutions for consideration by the Conference at its ninth session are requested to do so by Monday, 1 October 2018 (i.e., two weeks prior to the start of the session).

38. Also in accordance with Conference decision 6/3, the deadline for the submission of draft resolutions emanating from the working groups held concurrently with the Conference is Thursday, 18 October 2018, at noon. The Working Group on International Cooperation will hold a one-day meeting on Tuesday, 16 October.

39. Draft resolutions should be submitted by email (untoc.cop@un.org) to the secretariat in Word format. The intended scope of the draft resolution, a proposed timetable for its implementation and information on the resources available to implement it should be indicated, together with other relevant information. The draft resolution should be accompanied by an official transmittal note.

40. Any revision of a draft resolution that has already been distributed as an official document must be based on the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic Word document from the secretariat, in room M0123. Revisions to the text must be clearly marked using track changes in Word.

41. Member States wishing to sponsor draft resolutions may sign the relevant signing sheet, which will be with the secretariat in room M0123.

VI. Bilateral meetings and side events

Bilateral meetings

42. To reserve rooms for bilateral meetings between Member States during the session, please send a request by email to unovconference@un.org. Please note that requests will be attended to on a first-come, first-served basis.

43. In submitting a room reservation request, Member States are reminded to include the date, time and proposed duration of the meeting and the number of officials who will attend.

Side events

44. During the Conference, a series of side events will be organized by UNODC, Member States and civil society. Relevant information will be available on the UNODC website.

VII. Information and media

45. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the United Nations Information Service:

Media accreditation:
Telephone: (+43-1) 26060 3342
Facsimile: (+43-1) 26060 73342
Email: press@unvienna.org

46. Further information on obtaining media accreditation is available from the United Nations Information Service website (www.unis.unvienna.org).

47. Only those representatives of the media possessing special press passes will be given access to meetings, special events and the press working area.

48. For media enquiries, please contact:

Brian Hansford
UNODC Advocacy Section Chief
Telephone: (+43-1) 26060 83225
Email: brian.hansford@un.org

VIII. General information

Use of mobile phones

49. Conference participants are kindly requested to keep their mobile telephones switched off inside conference rooms, as they cause radio frequency interference in the sound system, thus adversely affecting the sound quality of interpretation and the recording of proceedings.

Visas

50. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria in their country and apply for a Schengen short-stay (C) visa at least three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria (Belgium, France, Germany, Italy, the Netherlands, Portugal or Spain) in the country concerned.

Accommodation

51. Participants are responsible for making their own accommodation arrangements and, if necessary, contacting their permanent missions in Vienna for assistance.

52. Participants who arrive at Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist information desk located in the arrivals area. The Vienna tourist information desk is open from 7 a.m. to 10 p.m. daily.

Transportation

53. Participants are responsible for making their own arrangements for transportation to and from the airport and the Vienna International Centre.

54. An airport bus service operates between Vienna International Airport and Morzinplatz (near to the Schwedenplatz metro station, which serves the U1 and U4 lines). The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes between 4.50 a.m. and 12.20 a.m. and leave for the airport from Morzinplatz every 30 minutes between 4 a.m. and 11.30 p.m.

55. There is also a bus service between the Vienna International Centre and Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The travel time is about 30 minutes. Buses leave the airport for the Vienna International Centre every hour between 7.10 a.m. and 8.10 p.m. and leave the Vienna International Centre for the airport every hour between 6.10 a.m. and 7.10 p.m.

56. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (located at the Wien Mitte/Landstrasse station on the U3 and U4 metro lines) to Vienna International Airport. The fare is 12 euros for a one-way ticket (11 euros if purchased online) and 21 euros for a return ticket (19 euros if purchased online), and the travel time is 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes between 6.06 a.m. and 11.36 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes between 5.36 a.m. and 11.06 p.m.

Arrival at the Vienna International Centre

57. Participants arriving at the Vienna International Centre by taxi are advised to exit in the side lane of Wagramerstrasse, register at Gate 1, walk across Memorial Plaza, enter A-building and follow the signs to M-building. Participants arriving by metro (U1 line) should exit at the Kaisermühlen/Vienna International Centre stop, follow the signs to the Vienna International Centre, register at Gate 1, walk across Memorial Plaza, enter A-building and then follow the signs to M-building.

58. There are no parking facilities for conference participants, except for permanent mission delegates in possession of a valid parking permit.

IX. Facilities at the Vienna International Centre

59. The facilities listed below will be available at the Vienna International Centre to participants in the Conference.

Wireless network connection

60. Wireless connectivity is available everywhere in M-building. Delegates' working areas ("cybercorners"), with desktop computers equipped with standard software and Internet access, are located on the ground floor of M-building.

Post office

61. Postal services are available at the post office, located on the 1st floor of C-building. Facsimiles can also be sent from the post office.

Photocopying services

62. The Secretariat is not in a position to provide photocopying services to delegations. Delegates can make a limited number of copies at the post office, which charges for this service.

First aid

63. Medical attention is available at the clinic operated by the Joint Medical Services, located on the 7th floor of F-building (ext. 22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. to noon and from 2 p.m. to 4.30 p.m. Monday to Friday, except on Thursdays, when it is open from 8.30 a.m. to noon and from 2 p.m. to 3 p.m. For emergency assistance at other times, please contact staff in the Security and Safety Duty Room (room F0E18, ext. 3903).

64. The pharmacy is located on the 7th floor of F-building (room F0709) and is open from 10 a.m. to 5 p.m. Monday to Friday.

Bank

65. A banking service is available at the branch of Bank Austria located on the 1st floor of C-building. Opening hours are 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and 9 a.m. to 5.30 p.m. on Thursdays.

Catering services

66. A cafeteria is located on the ground floor of F-building. The cafeteria is open from 7.30 a.m. to 10 a.m. and from 11.30 a.m. to 2.30 p.m. The coffee area in the cafeteria is open from 8 a.m. to 3.30 p.m. The coffee corners/delegates lounges located on the ground floor of M-building (M0E47) and the 7th floor of C-building (C0702) are open from 9 a.m. to 4.30 p.m.

67. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering service office (room F0E11, ext. 4875; email: CateringVIC@eurest.at).

Travel services

68. Participants requiring assistance with travel, car rental, sightseeing and excursions may contact the American Express office (room C0E01). The office is open from 8.30 a.m. to 5 p.m. Monday to Friday.

Library services

69. Conference participants are welcome to use the services and facilities of the United Nations Library, located on the fourth floor of E-building (room E0482). The Library is open Monday to Friday from 9 a.m. to 5 p.m.

United Nations souvenir shop

70. The United Nations souvenir shop is located at the Visitors' Centre at Gate 1 (ext. 4435). It is open from Monday to Friday from 10 a.m. to 4 p.m. and offers posters, cards, T-shirts and other souvenirs.

Lost and found

71. The Security and Safety Duty Room on the ground floor of F-Building (F0E18, ext. 3903) provides a "lost and found" service.